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AMERICAN FUND FOR CZECHOSLOVAK REFUGEES

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CHURCH WORLD SVCS

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AMERICAN RED CROSS HQS

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SUBJECT: DRAFT UNIFORM REFUGEE TRAVEL CONTROL PROCEDURES
INFO ADDRESSEES FOR CIVIL COORDINATORS

1. INTRODUCTION. TRAVEL OF REFUGEES FROM RECEPTION CENTERS TO RESETTLEMENT LOCATIONS HAS NOT YET PRESENTED MAJOR PROBLEMS. AS THE RATE OF OUTPROCESSING INCREASES, HOWEVER, UNIFORM CONTROL PROCEDURES WILL BE NEEDED GOVERNING ALL ASPECTS OF REFUGEE TRAVEL WITHIN THE UNITED STATES. (WITH SOME MODIFICATIONS, THESE PROCEDURES WILL BE APPLICABLE FOR REFUGEE TRAVEL TO OVERSEAS DESTINATIONS, AS WELL, WHERE NOT HANDLED BY ICEM).

2. THE FOLLOWING REFUGEE TRAVEL CONTROL PROCEDURES ARE BASED UPON TASK FORCE FIELD EXPERIENCE TO DATE AND SUGGESTIONS MADE BY THE UNITED STATES DEPARTMENT OF TRANSPORTATION. THEY ENTAIL TWO ESSENTIAL ELEMENTS:

A. RECEPTION CENTER RESPONSIBILITY FOR PLANNING, ARRANGING, MONITORING EN ROUTE, AND CONFIRMING THE COMPLETION OF ALL REFUGEE TRAVEL;

B. COORDINATION WITH AIR AND SURFACE TRANSPORTATION LINES AND THE AMERICAN RED CROSS/TRAVELLERS AID TO ENSURE ADEQUATE CONTROL AND CARE OF REFUGEE DURING THEIR TRAVEL.

3. ESTABLISHMENT OF CENTRAL TRAVEL CONTROL UNIT AT EACH CENTER. THE TRAVEL CONTROL UNIT IS THE FOCAL POINT FOR CARRYING OUT THE RECEPTION CENTER'S ACTION RESPONSIBILITY AS OUTLINED IN PARAGRAPH 2(A) ABOVE.

THE UNIT WILL:

A. UTILIZE SCHEDULED AIR, BUS AND TRAIN LINES,
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CHARTERED BUSES AS DESIRED, AND PRIVATELY OWNED VEHICLES PROVIDED BY SPONSORS AND VOLUNTEER GROUPS;

B. PLAN COMPLETE TRAVEL ITINERARIES;

C. ISSUE TICKETS ON BASIS OF CERTIFICATION OF MEANS (FULL, PARTIAL, FREE PAYMENT FOR REFUGEES, REPAYMENT PROCEDURES FOR REPATRIATED UNITED STATES CITIZENS;

D. ARRANGE FOR RED CROSS/TRAVELLERS' AID REPRESENTATIVE TO MEET REFUGEE AT INITIAL DEPARTURE TERMINAL AND ESCORT HIM TO DEPARTURE GATE OR WAITING AREA;

E. NOTIFY SPONSOR BY TELEPHONE OR TELEGRAM REGARDING REFUGEE'S ITINERARY AND ETA IN ADVANCE OF LATTER'S DEPARTURE;

F. NOTIFY DESIGNATED RED CROSS/TRAVELLERS' AID CONTROL PERSONNEL AT TRANSIT POINTS BY TELEPHONE REGARDING REFUGEE'S ITINERARY;

G. ARRANGE IN ADVANCE TO RECEIVE POSITIVE TELEPHONIC CONFIRMATION OF ARRIVAL FROM SPONSOR UPON COMPLETION OF REFUGEE'S TRAVEL AND MAKE APPROPRIATE NOTATION ON REFUGEE'S FILE.

H. BRIEF REFUGEE ON SAFEKEEPING OF TICKETS AND IMPORTANT DOCUMENTS, AND BAGGAGE AND HAND-LUGGAGE REGULATIONS.

I. DESIGNATE TRAVEL PARTY LEADERS FOR GROUPS OF OVER THREE REFUGEES. (ENGLISH-SPEAKING PERSON, IF POSSIBLE).

J. ISSUE POCKET MONEY.

4. MOVEMENT FROM RECEPTION CENTER TO DEPARTURE TERMINAL.

A. TRAVEL BY CHARTERED BUS OR OTHER APPROPRIATE MEANS.

B. RED CROSS/TRAVELLERS' AID OR LOCAL VOLUNTEER

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ESCORT WHENEVER POSSIBLE FOR LARGE GROUPS.

5. CONTROL LAND MOVEMENT AT DEPARTURE TERMINAL.

A. RED CROSS/TRAVELLERS' AID REPRESENTATIVE MEETS AND BORADS BUS AT AIRPORT, CHECKS NAME AND TICKETS, OFF-LOADS PASSENGERS AT APPROPRIATE CHECK-IN POINTS. AIRLINES EMPLOYEES ASSIST WITH CHECK-IN.

B. RED CROSS/TRAVELLERS' AID REPRESENTATIVE TELEPHONES COUNTERPART REPRESENTATIVE AT ANY TRANSIT POINT AND CONFIRMS DEPARTURE OF REFUGEES AND ETA.

6. CONTROL AND MOVEMENT AT TRANSIT POINTS. SAME BASIC PROCEDURES IN FORCE AS AT DEPARTURE TERMINAL.

7. ALTERNATE ARRANGEMENTS IN THE EVENT OF MISSED, DELAYED OR CANCELLED SCHEDULES.

A. UPON NOTIFICATION OF THE RED CROSS/TRAVELLERS' AID REPRESENTATIVE, TRANSPORTATION COMPANY PERSONNEL REISSUE TICKETS IF NECESSARY AND RE-BRIEF REFUGEE AND RED CROSS/

TRAVELLERS' AID REPRESENTATIVE PARTY LEADER ON REVISED ITINERARY.

B. RED CROSS/TRAVELLERS' AID REP NOTIFIES COUNTERPART AT TRANSIT OR DESTINATION POINT AS WELL AS SPONSOR ABOUT TRAVEL CHANGES BY TELEPHONE.

C. TRANSPORTATION COMPANY AND RED CROSS/TRAVELLERS' AID REP ARRANGES, AS REQUIRED, TO CARE FOR TRAVELLERS DURING INTERIM PERIOD, TO INCLUDE FOOD, LODGING, AND MEDICAL ATTENTION.

D. EXPENSES INCURRED IN SUCH INSTANCES (OTHER THAN PERSONAL SERVICES) WILL BE AUTHORIZED BY RED CROSS/TRAVELLERS' AID REP AND BILLED BY TRANSPORTATION COMPANY TO THE AMERICAN RED CROSS. RED CROSS/TRAVELLERS' AID REP WILL CERTIFY EXPENSES, FORWARD BILL TO ARC, WHICH, IN TURN, WILL BE REIMBURSED BY IATF.

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8. ARRIVAL OF REFUGEE AT DESTINATION (RESETTLEMENT LOCATION).

A. MET BY VOLAG REP WHENEVER POSSIBLE.

B. MET BY SPONSOR WHO, IN TURN, IMMEDIATELY TELEPHONES OR TELEGRAPHS RECEPTION CENTER TRAVEL UNIT AND

POSITIVELY CONFIRMS REFUGEE'S ARRIVAL.

9. SPECIAL ARRANGEMENTS AND FACILITIES FOR REFUGEE AT MAJOR TERMINALS.

A. IAFW WASHINGTON WILL COORDINATE WITH AMERICAN RED CROSS/TRAVELLERS' AID HEADQUARTERS, PORT AUTHORITIES AND AIRLINES TO REQUEST FOLLOWING SPECIAL FACILITIES AT PRIMARY DEPARTURE TERMINALS NEAR THE RECEPTION CENTERS --

LOS ANGELES (PENDING),

ATLANTA (EGLIN),

HARRISBURG (INDIANTOWN GAP),

KANSAS CITY/DALLAS-FT. WORTH (CHAFFEE)

RESPECTIVE RECEPTION CENTER TRAVEL UNITS SHOULD FOLLOW UP. (IATF WILL ALSO REQUEST SAME FACILITIES AT PROBABLE MAJOR TRANSIT AIRPORTS -- O'HARE, DULLES, WASHINGTON NATIONAL, LA GUARDIA, KENNEDY):

(1) LIMITED ACCESS WAITING ROOM OR AREA CO-LOCATED WITH RED CROSS/TRAVELLERS' AID REP.

(2) EASY ACCESS TO TOILETS.

(3) FIRST-AID FACILITIES.

(4) WATER, SOFT DRINKS, SNACKS, DIAPERS, BABY FOOD AND CRIBS.

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B. VOLUNTEER VIETNAMESE LANGUAGE INTERPRETERS WHERE AVAILABLE.

10. SOURCES OF PERSONNEL

A. ONCE THE REFUGEE HAS LEFT THE RECEPTION CENTER, HE WILL BE LARGELY UNDER THE CONTROL AND CARE OF RED CROSS/TRAVELLERS' AID REPRESENTATIVES. WE ANTICIPATE THAT THEY WILL ARRANGE TO BE ASSISTED BY LOCAL VOLAG ORGANIZATIONS AND PARISH PERSONNEL, JUNIOR LEAGUE, MILITARY WIVES ORGANIZATIONS, HOSPITAL VOLUNTEER AUXILIARIES, LABOR UNION AUXILIARIES, ETC. IATF WASHINGTON WILL BE RESPONSIBLE FOR GENERATING THIS SUPPORT IN CLOSE COORDINATION WITH THE

AMERICAN RED CROSS/TRAVELLERS' AID. TRAVEL UNITS SHOULD FOLLOW UP AT MAJOR DEPARTURE TERMINALS NEAR THEIR LOCATIONS, BY CONTACTING THE LOCAL RED CROSS AND TRAVELLERS' AID.

B. EMPHASIS SHOULD BE PLACED AT ALL POINTS IN PROVIDING SPECIAL FACILITIES AND PERSONNEL EQUIPPED TO HANDLE CHILDREN AND INFANTS.

11. SPECIAL INSTRUCTIONS. RECEPTION CENTERS SHOULD REVIEW THEIR PRESENT PROCEDURES IN LIGHT OF FOREGOING IN ORDER TO INCORPORATE THE MAIN ELEMENTS OF THE TRAVEL CONTROL SYSTEM INTO THEIR RESPECTIVE PLANS. INDIANTOWN GAP WILL BE STARTING FROM SCRATCH AND SHOULD DEVELOP A CONTROL SYSTEM CONSISTENT WITH THE PROCEDURES OUTLINED ABOVE. REPORT RESULTS BY MAY 28.

12. FOR VOLUNTARY AGENCIES. THE ABOVE GUIDELINES WILL BE DISCUSSED AT 2:30 MEETING ON MAY 28. ANY CHANGES VOLUNTARY AGENCIES WISH TO RECOMMEND SHOULD BE SUBMITTED IN WRITING FOR DISCUSSION AT THAT TIME.

13. FOR RECEPTION CENTERS. ANY COMMENTS YOU WISH TO MAKE SHOULD BE SUBMITTED TO IATF TELEGRAPHICALLY. INGERSOLL

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